



Alan C. Lloyd, Ph.D.  
Agency Secretary  
Cal/EPA



## Department of Toxic Substances Control

1001 "I" Street  
P.O. Box 806  
Sacramento, California 95812-0806



Arnold Schwarzenegger  
Governor

October 7, 2005

Dear Hazardous Waste Generators and Facility Operators:

### FEDERAL 2005 BIENNIAL HAZARDOUS WASTE REPORT

The purpose of this letter is to inform potential filers of the 2005 Biennial Hazardous Waste Report (Biennial Report) that they have been identified as meeting the criteria for filing the Biennial Report. The Department of Toxic Substances Control (DTSC) also wishes to provide a questionnaire to determine the regional needs of upcoming workshop training sessions.

The United States Environmental Protection Agency (U.S. EPA) has delegated the responsibility for collecting the Biennial Report data for California hazardous waste Large Quantity Generators (LQGs) and Treatment, Storage, or Disposal (TSD) facilities, to the Department of Toxic Substances Control (DTSC). The Resource Conservation and Recovery Act (RCRA) requires LQGs and/or TSD facilities that treated, stored, or disposed of RCRA hazardous waste during the year 2005 to file this report, and it has been determined, based on manifest information, that a 2005 Biennial Report may need to be filed for your facility.

A LQG is defined under the Code of Federal Regulations, Title 40, section 262.41 as follows:

1. Generated in any single calendar month 1000 kg (2,200 lbs.) or more of RCRA hazardous waste;
2. Generated in any single calendar month, or accumulated at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste;
3. Generated, in any single calendar month, or accumulated at any one time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with acute hazardous waste.

Conditionally Exempt Small Quantity Generators (CESQGs), and California only or non-RCRA generators or handlers are not required to file the Biennial Report.

If you meet the above criteria, your 2005 Biennial Report will be due to DTSC by March 1, 2006.

## Hazardous Waste Generators and Facility Operators

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To identify and assist potential filers, as well as those generators and facilities for which an exemption from filing the Biennial Report will be requested, a questionnaire is attached. Please enter your EPA ID number, generator or facility name, contact name, telephone number, e-mail address, and mailing information at the top of the questionnaire. If you are requesting an exemption from filing, please complete the exemption portion of the questionnaire to assist us with our record keeping for the current and future cycles. The reverse side of the questionnaire is addressed for you to return to DTSC.

Biennial Report workshops for potential filers are scheduled in January 2006 for Northern and Southern California. The workshops will provide an explanation of Biennial Reporting requirements, demonstrate software, and answer questions regarding the Biennial Report. You are encouraged to attend one of the workshops. Please indicate on the questionnaire your location and time preference.

Mail completed questionnaire by November 28, 2005 to:

**2005 Biennial Reporting Staff, Hazardous Waste Management Program  
Department of Toxic Substances Control  
1001 "I" Street, 11<sup>th</sup> Floor  
P.O. Box 806  
Sacramento, California 95812-0806**

You may also *fax* the questionnaire to **(916) 322-1005**.

In addition to the Biennial Report training workshops, we are improving our communication and education strategy by offering an interactive communication site where individuals can read discussion topics and add new discussion threads. Biennial Report staff will initiate a topic of discussion (discussion thread) by posting frequently asked questions and answers to those questions. Individuals can then expand on these discussions by posting more specific questions, share reporting or software tips, suggest improvements, and/or inform Biennial Report staff if there is a glitch in the waste reporting software so that correction to the problem can be provided quickly. The Biennial Report forum site will be located at [\*\*http://www.calepa.ca.gov/forums/\*\*](http://www.calepa.ca.gov/forums/).

**Biennial Reporting materials will be mailed in December.** As in previous cycles, DTSC will rely heavily on electronic reporting as part of Biennial Report process and we **strongly encourage all Biennial Report filers to submit their returns electronically.** A link to free electronic reporting software will also be available on the DTSC's website.

Due to the overwhelming number of erroneous Biennial Reports submitted during prior Biennial Report cycles, any report containing errors will be returned to the submitter for correction. The submitter will have two weeks to correct the data and return it to DTSC.

**Electronic reporting via the software will assist you in submitting error-free Biennial Report data.** As you enter data you will be prompted for corrections if errors are found. If you normally submit data using U.S. EPA flat file specifications, you can import your data into the software. U.S. EPA flat file specifications will be available at <http://www.dtsc.ca.gov>. Click on the *Managing Waste* link, and then on the *2005 Biennial Hazardous Waste Report* link. Whether the data is manually entered or imported from flat files into the program, the software will check the data for errors and prompt corrections before the data can be exported for submission to DTSC.

If you have any questions regarding the Biennial Report or about this memo, please call **(916) 322-2880** or send e-mail to **BRSTAFF@dtsc.ca.gov**. When leaving a message please be sure to include your EPA ID number and speak slowly and clearly. Periodic updates on Biennial Report issues will be posted to our website at <http://www.dtsc.ca.gov>. Click on the *Managing Waste* link, and then on the *2005 Biennial Hazardous Waste Report* link. Telephone and e-mail messages will be answered on a daily basis.

Sincerely,

//Original signed by//

Jan Radimsky, P.E., Chief  
Permitting Program Development Branch  
Hazardous Waste Management Program

Enclosure

# 2005 HAZARDOUS WASTE REPORT QUESTIONNAIRE

EPA ID Number:       (REQUIRED FIELD)

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Facility Phone: ( ) \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Phone: (\_\_\_\_) \_\_\_\_\_ EXT \_\_\_\_\_

Cell Phone or Pager: (\_\_\_\_) \_\_\_\_\_

Contact E-Mail:

[illegible]

FOR OUTSIDE CONSULTANTS ONLY:

Consultant Name: \_\_\_\_\_

Consultant Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Consultant Phone: (\_\_\_\_) \_\_\_\_\_ EXT \_\_\_\_\_

**Yes**, I will be filing. Please send the reporting materials to the Contact person at the address listed above

- |                          |   |                                   |                                  |
|--------------------------|---|-----------------------------------|----------------------------------|
| <input type="checkbox"/> | I Would Like To Register for On-Site Training Session                               |                                   |                                  |
| <input type="checkbox"/> | January 11, 2006 – <b>Glendale</b>  | <input type="checkbox"/> 10:30 AM | <input type="checkbox"/> 1:30 PM |
|                          | DTSC – Region 3, Conference Rooms 5 and 6 (Capacity 55)                             |                                   |                                  |
|                          | 1011 North Grandview Avenue   |                                   |                                  |
|                          | Glendale, California 91201  |                                   |                                  |
| <input type="checkbox"/> | January 17, 2006 – <b>San Diego</b>   | <input type="checkbox"/> 10:30 AM | <input type="checkbox"/> 1:30 PM |
|                          | SWRCB – Region 9, Regional Board Meeting Room, 1 <sup>st</sup> Floor (Capacity 125) |                                   |                                  |
|                          | 9174 Sky Park Court, Suite 100  |                                   |                                  |
|                          | San Diego, CA 92123   |                                   |                                  |
| <input type="checkbox"/> | January 19, 2006 – <b>Berkeley</b>  | <input type="checkbox"/> 10:30 AM | <input type="checkbox"/> 1:30 PM |
|                          | DTSC – Region 2, Auditorium 1 (Capacity 73)   |                                   |                                  |
|                          | 700 Heinz Avenue, Suite 200   |                                   |                                  |
|                          | Berkeley, CA 94710  |                                   |                                  |
| <input type="checkbox"/> | January 24, 2006 – <b>Cypress</b>   | <input type="checkbox"/> 10:30 AM | <input type="checkbox"/> 1:30 PM |
|                          | DTSC – Region 4, All-Staff Conference Room (Capacity 80)                            |                                   |                                  |
|                          | 5796 Corporate Avenue   |                                   |                                  |
|                          | Cypress, CA 90630   |                                   |                                  |
| <input type="checkbox"/> | January 26, 2006 – <b>Sacramento</b>  | <input type="checkbox"/> 10:30 AM | <input type="checkbox"/> 1:30 PM |
|                          | DTSC – Region 1, Board Room, 1 <sup>st</sup> Floor (Capacity 140)                   |                                   |                                  |
|                          | 8800 Cal Center Drive   |                                   |                                  |
|                          | Sacramento, CA 95826  |                                   |                                  |

**No**, I won't be filing, for reasons identified below:

- ☐ EXEMPT 2005 ONLY. I certify that this facility generated **less than 2200 lbs of RCRA hazardous waste** in any single month or less than 2.2 lbs of acute hazardous waste in a single month.

ESTIMATED RCRA WASTE GENERATED FOR 2005:		TONS
1. Hazardous Waste	100	100
2. Non-Hazardous Waste	200	200
3. Total	300	300

I understand that I do not need to file an additional exemption form for this facility if the exempt box is marked above. All requests for exemption will be reviewed for accuracy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to DTSC to the address on the reverse side or *fax* to **(916) 322-1005**.

Tape open end

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**Biennial Reporting Staff, HWMP  
Department of Toxic Substances Control  
1001 "I" Street, 11<sup>th</sup> Floor  
P.O. Box 806  
Sacramento, CA 95812-0806**

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